



Job Description

Bookkeeper

Position Purpose: The Bookkeeper is responsible for general accounting functions including but not limited to data entry, reconciliations, financial analysis, journal entries, spreadsheet development/update, financial institution interactions, assist in budget preparation, participate in financial audits and other duties as directed.

Status: Hourly

Reports To: Executive Director of Church Operations

Essential Functions:

- Maintain weekly receipts and attendance spreadsheets.
- Make deposits and facilitate transfers as directed.
- Review, process and reconcile credit card statements and accounts.
- Preparation and disbursement of payable, payroll and tax record for all church departments and personnel.
- Process bills, checks, receipts/donations and other documents.
- Prepare and provide weekly, monthly and yearly reports of financial standing and disbursements and financial reporting for leadership review including but not limited to fund/project tracking, revenue and expense tracking and general ledger reconciliation.
- Maintain accurate information in the payroll system.
- Enter data and process payroll in the system.
- On- board new employees through payroll system.
- Monitor and report compliance/lack of compliance with the SMCC Financial policies, procedures and financial controls.
- Participate in annual budget preparation.
- Communicate with persons, vendors, and others as needed.
- Maintain the chart of accounts.
- Support all internal and external financial audits.
- Provide recommendations for policy and procedures associated with accounting processes and procedures.
- Prepare ad hoc reports as requested.
- Other duties as assigned - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications:

- A degree/certificate in Accounting or 3 years of accounting related experience preferred.
- Knowledge of GAAP
- Aptitude, knowledge, and experience with computers and accounting system software, Microsoft QuickBooks preferred.
- Knowledge of accounting processes and procedures in a non-profit setting.
- Ability to clearly explain and interpret financial information and reports to non-financial persons.
- Understanding of payroll and benefits administration.
- Knowledge of on-boarding processes.
- High degree of organizational skills, accuracy, ability to work independently with proven problem solving and troubleshooting activities.
- Demonstrate sound judgement in decision making.
- Ability to maintain confidentiality of information.
- Experience with internal and external audits and auditors.

Physical Demands

- **Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally.

Work Environment

- The worker is subject to inside environmental conditions.